

**STATE OF
TENNESSEE**



**TREASURY
DEPARTMENT**

STATE CAPITOL
NASHVILLE, TENNESSEE 37243-
0225

Legislative Intern- Treasurer's Office

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$50 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReady*TN, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

DESCRIPTION:

The Legislative Intern for the Treasurer's Office position includes monitoring filed legislation, attending committee meetings as assigned, and preparing materials for the State Treasurer's and his staff's meetings relative to legislation, during the 110th General Assembly convening January 9, 2018.

This is a full-time, temporary position that will start in the Spring Semester of 2018.

JOB RESPONSIBILITIES:

- Monitoring General Assembly committees for bills identified by the Manager of Legislative and Agency Affairs as affecting the State Treasurer, the Department, the programs administratively attached to the Department and also bills of general applicability to State departments and agencies.
- Communicating with the Manager of Legislative and Agency Affairs regarding results of committee hearings and summarizing effectively.
- Assisting the Manager of Legislative and Agency Affairs with developing and producing a weekly calendar of legislative meetings relevant to the Department.
- Performing other administrative duties assigned by the Manager of Legislative and Agency Affairs.

MINIMUM QUALIFICATIONS:

- Graduation from or in the process of graduating from an accredited four-year college or university.

To apply, submit your resume to: Treasury.Resumes@tn.gov

The State of Tennessee is an Equal Opportunity Employer